



FIRST THINGS FIRST

DIRECTOR OF LEADERSHIP AND LEARNING

First Things First (Arizona Early Childhood Development and Health Board) is a public agency that exists to increase the quality of, and access to, the early childhood development and health system that ensures a child entering school comes healthy and ready to succeed. Passed by voter initiative in 2006, First Things First operates through a tax on tobacco products. Governed by a state board and 31 Regional Partnership Councils, First Things First engages diverse constituencies across the state to accomplish its mission. Organizational values include a child and family centered focus that is coordinated and collaborative; a comprehensive systems approach with continuous inquiry, learning and reflection; and, transparency and strong accountability toward achieving outcomes that will ensure all young children start kindergarten ready to succeed in school and life. First Things First acts in accordance with our Beliefs, Actions and Performance statements, which are attached.

Position Summary

Under the direction of and in collaboration with the Senior Director for Strategic Initiatives, the Director of Leadership & Learning (DLL) designs, develops and implements First Things First's approach to leadership development and continuous individual and organizational learning. The DLL is an integral partner in the Strategic Initiatives (SI) unit and collaborates with colleagues in the SI unit and across other program, executive division, and regional division units. This position is critical in developing internal workforce and organizational development initiatives for FTF staff and regional council members. The DLL reports directly to the Senior Director for Strategic Initiatives. This position requires approximately 20% travel throughout the state.

Distinguishing Characteristics

The ideal candidate enthusiastically supports the vision and mission of First Things First, and possesses the personal qualities of integrity, credibility and competency. She/he has a solid grasp of adult learning theory, and the complexity inherent in innovative, social entrepreneurial endeavors. She/he has the ability to design, develop, and deliver adult learning experiences that support such endeavors. The candidate demonstrates obvious understanding of and comfort in working in a decentralized, highly collaborative, transparent organization.

Primary Responsibilities

- Collaborates with colleagues in the SI Unit, on the SI Implementation Team, in other divisions, and in regional division units; with Regional Partnership Council (RPC) members; and with external partners to ascertain the organizational leadership and learning needs of FTF.
- Identifies core and specialized knowledge and competencies for all FTF staff and RPC members that will enhance and enlarge their capacity to enact FTF's mission, vision and goals.
- Supports the implementation of learning strategies and methods consistent with the leadership and learning conceptual frameworks, models, and approaches adopted by executive staff or the Senior Director for Strategic Initiatives. Designs systematic, organization-wide, and unit-specific curricula (scope and sequence) to effectively support FTF staff and RPC members' acquisition of identified core and specialized knowledge and competencies.

- Develops and identifies a variety of interactive learning experiences and resources (such as training manuals and videos, digital and hard-copy resource libraries, training software, face-to-face workshops or seminars, online workshops or seminars) to facilitate staff and RPC members' acquisition of core and specialized knowledge and competencies.
- Develops information sharing systems that facilitate staff and council members' access to the organization's information and learning resources.
- Develops learning materials and experiences, based on established principles of adult learning theory that effectively target the identified leadership and learning needs of the organization.
- Ensures all custom-designed learning materials and experiences are consistent with FTF branding and communication guidelines.
- Ensures all learning materials and experiences support FTF's mission, vision & goals and are consistent with FTF's Beliefs, Attitudes, and Practices.
- Delivers engaging, effective and rigorous professional development presentations.
- Systematically evaluates the effectiveness of individual leadership development and organizational learning units, and overall Leadership and Learning program. Initiates, designs, and implements methods for data collection and analysis, and regularly uses evaluation data to systematically and strategically improve materials, experiences, and program.
- Under the direction of the Senior Director of Strategic Initiatives, oversees the development and execution of the annual FTF Early Childhood Summit, including program development; budget development and implementation; logistical coordination; staff supervision; coordination with other divisions; convening an external-partner steering committee and internal planning committee; and working with an event planner and external vendors.
 - Collaborates with FTF colleagues and community partners to develop a robust and cohesive program for FTF's annual summit. Ensures annual summit sessions align with and support summit theme and purpose.
 - Develops mechanisms for soliciting, reviewing, accepting, and implementing proposals for summit presentations.
 - Identifies potential invited external presenters (including keynote and featured presentations) and collaborates with Senior Director for Strategic Initiatives and other FTF leadership staff to invite, confirm, and host external summit presenters.
 - Coordinates with communications division to ensure summit-related materials and messaging are consistent with FTF communications policies and guidelines.
- Proposes innovations and improvements to Senior Director for Strategic Initiatives and Strategic Initiatives Implementation Team.
- Identifies areas for self-improvement in order to perform assigned projects and carry out responsibilities to meet desired outcomes; actively pursue appropriate means and methods to increase effectiveness in those areas.
- Completes other activities and duties as assigned by the Senior Director for Strategic Initiatives.

Qualifications

- Thorough knowledge of and a minimum 5 years previous experience in the organizational development of public, private, or non-profit organizations, with a preference for an individual with knowledge of the early childhood field or social service organizations.
- Thorough knowledge of and substantial previous experience in developing and providing adult education in public, private, or non-profit organizations.
- Thorough knowledge of organizational development principles, theories, and models, including the learning needs of paid and volunteer knowledge workers.
- Commitment to a comprehensive systems approach and organizational planning that focus on clear priorities, realistic expectations and vigorous assessment.
- Strong leadership, organizational, and project management skills.
- Experienced group facilitation skills that result in effective, outcome-focused meetings, collaborative successes, and desired outcomes.
- Demonstrated ability to effectively use technology including standard office software programs, project management software, presentation software, online learning technologies, standard office equipment, and other communication devices.
- Excellent written and verbal communication skills and ability to consistently produce professional-quality materials.
- Strong interpersonal relations and oral communication skills necessary to effectively articulate organizational leadership and learning goals with sensitivity to ethnic, cultural, and local community differences.
- History of collegial, professional interactions with a wide variety of internal and external colleagues and partners, and of creating and fostering a mutually respectful work place environment where diverse contributions and perspectives are valued.
- Entrepreneurial style and ability to think critically and address problems resourcefully.
- Commitment to uphold high ethical standards and implement sound business practices.
- Ability to ensure public transparency and accountability, as well as measure and improve outcomes appropriate for organizational goals.
- Agility and capability to work within a fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities.
- Graduate degree from an accredited college or university in early childhood education or special education, early childhood development, public policy, public administration, business, organizational development, adult learning, or related field. Although a graduate degree is strongly preferred, an undergraduate degree with substantial experience and expertise may be considered in lieu of a graduate degree.

Review of resumes will begin on Monday, September 26, 2011 and continue until the position is filled. For consideration please submit a cover letter, comprehensive resume, and three professional references to:

www.azstatejobs.gov

This position is not covered by the State Personnel Merit System, but the State of Arizona provides a comprehensive benefits package, including a top-rank retirement plan, low cost health and dental coverage, supplemental policies such as vision and short -term disability, and generous leave programs. Salary range for this position is \$65,000 to \$73,000.